

**18 October 1995**

**Civil Engineering**

**OBTAINING NEW OR DUPLICATE KEYS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 CEG/CEPE (J. Slavens)  
Supersedes USAFAR 85-4, 12 April 1988.

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Pages: 4  
Distribution: F

This instruction implements AFD 32-50, *Real Property Maintenance Activities*. It tells people how to get new or duplicate keys and applies to anyone requiring keys to USAF Academy facilities. Portions of this instruction are punitive and subject violators to appropriate disciplinary action including action under the UCMJ. 10 U.S.C. 8012 and 42 U.S.C. 1594b authorize people to collect and maintain information protected by the Privacy Act of 1974. DD Form 200, **Financial Liability Investigation of Property Loss**, contains the Privacy Act Statement required by AFI 37-132, *Air Force Privacy Act Program (PA)*. System of record notice, F177, AF AFC A, Accounts Receivable Records Maintained by Accounting and Finance, applies.

**SUMMARY OF REVISIONS**

Updates references to new AFI numbers, changes organizational office symbols, and removes information applying only to 10 CEG/CEG to organizational publications.

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**LIST OF REFERENCES 10 CEG/CES**

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**1. How to Request Keys:**

**1.1. Getting Approval.** Before you submit a request for keys, you must get approval from the proper authority. Request approval for:

1.1.1. Building master, exterior, and interior door keys from the building manager or alternate of the building involved.

1.1.2. Mechanical room and tunnel keys from the 10th Civil Engineer Group Commander or a designated representative.

1.1.3. Military family housing keys from the Chief of Military Family Housing (10 CES/CEH).

**1.2. Obtaining Initial Issue or Additional Keys.** Prepare AF Form 332, **Base Civil Engineer Work Request**, showing room number, key series, quantity required, and the reason for the request. Submit the completed form to the Real Estate Branch (10 CEG/CEPE), Building 8120.

**1.3. Obtaining and Returning Keys for Family Housing Quarters.** 10 CEG/CEPE gives family housing quarters keys directly to the family housing office to distribute and control. Family housing issues an occupant newly assigned to quarters at least two keys. Occupants may get extra keys without charge, and family housing annotates the extra keys on AF Form 227, **Quarters Condition Inspection Report**. Occupants must return the same number of keys as issued when clearing quarters. Before clearing quarters and receiving reinstated Basic Allowance for Quarters, the occupant must pay \$1 to Financial Management in Harmon Hall for each key not accounted for and give a copy of the paid voucher to the Housing Assistant.

**1.4. Replacing Broken Keys.** Take broken keys and an AF Form 332 showing work requested to 10 CEG/CEPE to order identical replacements.

**1.5. Replacing Lost Keys.** If a key is lost and the building manager determines security has been compromised, the building manager sends a written statement of this fact to 10 CEG/CEPE. If a lost key requires a change in door locks, prepare an AF Form 332. Note the person responsible for the lost key on the AF Form 332 and forward to 10 CEG/CEPE. If you require the same type key as the one lost, send or bring copies of DD Form 1131, **Cash Collection Voucher**, and AF Form 332 to 10 CEG/CEPE or 510 CEG/CEH, as appropriate. According to AFI 23-220, *Reports of Survey for Air Force Property*, you must also submit an DD Form 200 when an incident results in a cost of \$500 or more.

**1.6. Obtaining Walk-In Service.** Go to Eagle Zone, Building 8116, for walk-in service. Bring an AF Form 332 signed by the building manager and approved by 10 CEG/CEPE before you come to Eagle Zone. If your request is to replace a lost key, attach to the AF Form 332 a copy of DD Form 1131 signed by a finance representative and marked "paid."

**1.7. Signing for Keys.** Everyone receiving a key from 10 CEG/CEPE must sign a USAFA Form 12, **Receipt for Keys**, including the following statement: "I certify that I understand that loss of the above keys may compromise a great number of locks and necessitate a massive cylinder change-out at great expense, and I acknowledge that I may be held responsible for that expense. I further certify that I understand that duplication of the above-mentioned keys without prior written authorization from 10 CEG/CEPE is prohibited and that I may be subject to disciplinary action should I allow or cause duplication of these keys without said authorization." The recipient keeps one copy of the receipt.

## **2. Procedures for Building Managers:**

- 2.1. Upon assuming your duties, sign key receipts in 10 CEG/CEPE before the departing manager leaves for reassignment, retirement, or permanent change of station. Do not issue additional keys or complete other lock work until you have done so.
- 2.2. Obtain a briefing from 10 CEG/CEPE on issuing and controlling keys.
- 2.3. Issue keys to authorized individuals using AF Form 1297, **Temporary Issue Receipt**, and maintain strict control of all keys issued. We recommend that you revalidate AF Forms 1297 every 6 months.
- 2.4. Conduct a *semiannual* inventory of keys issued and on hand and send a separate inventory, by building, to 10 CEG/CEPE. Ensure that the USAFA Forms 12 on file in 10 CEG/CEPE agree with your inventory and resolve all deficiencies immediately.
- 2.5. Ensure that personnel departing the Academy turn in all keys before they leave.

### 3. Controlling Keys:

**3.1. Handling Unauthorized Keys.** Organization commanders must use every resource to purge the system of keys not stamped "US GOVT DO NOT DUPLICATE" and take appropriate disciplinary action if they find subordinates have such keys. Authorized individuals may bring keys to 10 CEG/CEPE to be stamped and added to the inventory. Send unstamped, unauthorized, or obsolete keys to 10 CEG/CEPE for disposition.

**3.2. Avoiding Duplication of Government Keys.** No one may duplicate or have a civilian firm duplicate US Government keys. Do not duplicate keys to high-security padlocks governed by AFI 31-209, *The Air Force Resource Protection Program*, under any circumstances. If you duplicate keys in violation of this provision, you may be subject to disciplinary action.

### 4. Form Prescribed. USAFA Form 12.

GARRY W. EARLS, Col, USAF  
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**Attachment 1****LIST OF REFERENCES 10 CEG/CES**

AFI 23-220, *Reports of Survey for Air Force Property.*

AFI 31-209, *The Air Force Resource Protection Program.*

AFI 32-1031, *Operations Management.*

AFI 32-6001, *Family Housing Management.*

AFI 32-9005, *Real Property Accountability and Reporting.*

AFR 177-108, *Paying and Collecting Transactions at Base Level.*